



Summary

Sturge Weber UK charity is run by volunteers who strive to support the members of the charity and improve the care and quality of life of people living with Sturge Weber Syndrome. Living with Sturge Weber Syndrome is a lifelong journey, not only for the person affected with it but their caregivers also. We are motivated to support our members in advocating for themselves and supporting parents in advocating for their children

The statutory duties of a trustee

The board of trustees are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

In addition to the responsibilities of a Trustee, duties of the Treasurer include the following:

- Maintain and overview of the charity's affairs, ensuring it is financially viability and ensuring that proper financial records and procedures are maintained.
- Whilst there is no paid staff take on a greater role in the day-to-day finances of the charity
- Overseeing, approving and presenting budgets, accounts and financial statements
- Being assured that the financial resources of the charity meet its present and future needs
- Ensure that the charity has an appropriate reserves policy
- Preparing and presenting financial reports to the board
- Ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff and volunteers about financial matters
- Advising on the financial implications of the charity's strategic plans
- Ensuring that the charity has an appropriate investment policy
- Ensuring that there is no conflict between any investments held and the aims and objects of the charity
- Monitoring the charity's investment activity and ensuring it is consistent with the charity's policies and legal responsibilities
- Ensuring that the accounts are prepared and disclosed in the form required by the funders and the relevant statutory bodies, for example the Charity Commission
- If external scrutiny of accounts is required, ensure that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented

- Keep the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the charity
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisals, recruitment and disciplinary panels as required.

Accountability

The post-holder will be accountable to the Chair and Board of Trustees.

Person Specification

In deciding who to shortlist and appoint to this post, we will be looking for evidence of the following skills, knowledge, experience, and personal qualities.

Essential:

Availability to volunteer 2+ hours weekly

Ability to work effectively as a member of a team

Financial qualifications and experience

Some experience of Charity finance, fundraising and pension schemes

The skills to analyse proposals and examine their financial consequences

Being prepared to make unpopular recommendations to the board

A willingness to be available to Trustees, Volunteers and staff for advice and enquiries on an ad hoc basis.

Effective administrative and organisational skills, and online recording systems.

Ability to communicate clearly and effectively with different audiences using a range of styles and methods suited to the purpose.

Ability to motivate, empower and successfully engage with people to encourage individuals to take lead role.

Ability to manage own work performance effectively.

Availability to attend Face to Face meetings and meetings over Zoom

Willingness to travel in accordance with the requirements of this post.

Overall governance and strategic direction of the charity, its financial health & Safeguarding

Desirable:

Knowledge of Sturge Weber Syndrome